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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 16 September 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 36, 9 - 15 September 1958

1. Clerical Refresher Training Instructor Studies Civil Service Shorthand Tests. [redacted] Chief, Clerical Refresher Training, spent part of Friday morning, 12 September 1958, talking to members of the Test Development Section, Civil Service Commission, to compare shorthand tests given by CIA and CSC. Mr. Meyer Schultze and Miss Johnson were particularly cooperative in showing Mrs. [redacted] their shorthand materials including rules on both their objective and subjective examinations. Further, CSC is releasing several tests for possible use in CRT. The time spent there was satisfying and worth while. [redacted] secured copies of tests through "official channels" in library. Will coordinate w/ A & E.

[redacted] members in Clerical Induction Training. During the week of 9 September 1958 there were 72 people in Clerical Induction Training. Of those, 8 entered for the first time.

3. Numbers in Clerical Orientation Training. During the week of 9 September 1958 there were 35 people in Clerical Orientation.

4. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance--on-duty employees for the week of 9 September 1958 were as follows:

Numbers are not showing seasonal decline

	<u>Tested</u>	<u>Qualified</u>
Shorthand	23	0
Typewriting	40	16

5. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-the-job Agency employees for the week of 9 September 1958 were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	14	0
Typewriting	11	3

6. Staff Member Audits English Course. Miss [redacted] Clerical Refresher Instructor, attends English Usage (Review) in Clerical Refresher Training preparatory to teaching the subject at a future date.

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SEE REVISION 009400040046-6 FOR DECLASSIFICATION ACTION

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7. Critiques of Clerical Orientation Training. The Clerical Orientation class of the past week was a particularly outstanding group. The nature of their comments, questions, and general response to the program was superior to those of several previous classes. With the future re-organization of the COT program in mind, the staff decided to ask for a written critique from each student concerning the entire week's program. The comments can be summarized as being complimentary to the entire program. Specific suggestions for improvement included lengthening the discussion on Office Protocol, allowing for more student participation as is done in telephone techniques, correspondence, and typing shortcuts, and including more visual aid material to get ideas across. Comments concerning the Security Briefing and the Communism portion were very favorable although it was felt by several that the Communism portion could be shortened somewhat (particularly the theory presentation) or made more interesting by illustrative materials. The movie "Nightmare in Red" was very well received. It was the general opinion that the Organization of CIA was more readily understood as it was presented in COT (where notes can be taken) as opposed to the CIA Introduction.

X1 This critique was requested because [redacted] has [redacted] the assignment to revise Cler. Orientation this winter. She is methodically gathering this & other information in preparing.

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Paul is giving this Monday p.m. program in a dutiful but uninspired way. He's concentrating on other phases of his job.

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